

**Browning Public Schools**  
**JOB DESCRIPTION**  
Effective: March 18, 2019

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**Director of Student Activities**

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**Summary of Functions**

Provides each enrolled student, Grades 2 through 12, an opportunity to participate in activities that foster physical skills, a sense of worth, self-esteem and competence, a knowledge and understanding of a variety of activities, and the principles of fair play. Provides for a fun and safe environment that supplements the educational goals of the schools.

**Essential Duties and Responsibilities**

- 1) Program Management – Administers the overall program of student activities.
- 2) Administration – Develops budget, procurement and personnel needs based upon program plans and the number of student participation. Orders materials as needed, and makes recommendations of supplies and equipment for purchase.
- 3) Literacy and Activities – Promotes and supports extracurricular activities, and Family Literacy Nights, including; music, choir, and band.
- 4) Supervision – Plans, assigns and inspects work of subordinates. Determines staffing needs, aligns functional work areas and assigns responsibilities. Participates in the selection of new employees; appraises counsels and advises subordinates; resolves grievances. Recommends all personnel actions to the Superintendent.
- 5) Scheduling – and oversees Ee-kah-ki-maht Activities, Organizes and schedules all activities. Works with staff to schedule activities such as “Lights on Afterschool”, Clubs – district wide, dances at BMS and BHS, New Years Eve Event, Prom, “Red Ribbon Week”. Works with building administrators and staff to coordinate district activities.
- 5) Public Relations – Fosters good school-community relations by keeping the community aware of, and responsive to the activities program. Serves as liaison to the Parents’ Advisory Committee, the school principals, and the administration. Works to resolve conflicts that may develop within the department.
- 6) Equipment – Maintains an inventory of program supplies and equipment. Make recommendations regarding existing and prospective materials. Orders additional supplies as needed
- 7) Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate.

**Organizational Relationships**

Supervised by and reports to the superintendent or his or her designee(s).

**Qualifications**

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- ❑ Valid Montana Driver's License
- ❑ Demonstrated ability to plan, schedule, administer, and manage various ongoing programs
- ❑ Ability to control and administer program finances including budgeting
- ❑ Excellent communication, problem solving and organization skills
- ❑ Proven ability to be self-directed, integrate as part of a team, and to work with others
- ❑ Good public relations skills
- ❑ Working ability with desktop computers, preferably Microsoft Word and Excel
- ❑ Willingness to work long hours, evenings and weekends
- ❑ Good work habits

**Desirable Qualifications** – Previous successful experience as a school administrator or teacher.

**Work Environment** – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.